

# Medical College Management Session

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## **Purpose**

A session conducted by the Institutional Management Expert with discussion on management and resources of the college including organizational relationships of college with university and teaching hospital(s); organization of staff; interaction of dean with college's governance organization, councils, committees and academic departments; Financial status and projections; Research programs and funding; and the status of facilities for education, research and patient care. Adequacy of finances for the achievement of the school's missions are discussed; recent financial trends and projections for various revenue sources are also reviewed with the leadership of the college.

## **Location**

Dean's Office or Committee Room

## **College Participants**

- Dean of the college
- Finance Manager or equivalent of the college
- Representation from the university with which the college is affiliated or is a constituent college of
- Leadership of the teaching hospital

## **Surveyor(s)**

Institutional Management Expert

## **Standards/Issues Addressed**

- Standard 3: Institutional Autonomy and Academic Freedom (3.1 to 3.3)
- Standard 8: Student (8.1 and 8.10)
- Standard 9: Faculty (9.6, 9.7) and (9.4s)

## **Documents/Materials Needed**

- Medical College ownership document (or parallel)
- Ownership evidence of Hospital beds
- MOU of non-owned beds (If applicable)
- SECP registration (if applicable)
- Financial statement reflecting Working capital
- Budget document
- Annual audited financial reports
- Evidence of utilization of FDP funds
- Organogram of the college and relationship with the university
- ToRs of curriculum committee
- College's faculty development program

## **How to Evaluate**

To evaluate the compliance to relevant standards, review the documents provided by the college. Based on the review, conduct a leadership interview session with the following list of questions answered:

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Q #	Evaluation Question	Compliance		
		Yes	No	Not Appl
1.	Has the medical college been established in a building owned by the legal entity that has been granted the recognition? <i>(Ownership document)</i>			
2.	Has the medical college ownership of at least 50% of the hospital beds? <i>(Ownership document, where applicable)</i>			
3.	Is the total student to bed ratio as per PMDC guidelines? <i>(500 beds per 100 students)</i>			
4.	Does the medical college have a contract with hospital(s) for rest of the beds that the hospital does not own, valid for at least 10 years? <i>(If applicable)</i>			
5.	Is the Public Medical College approved by the respective ministry of health? <i>(If applicable)</i>			
6.	Is the Private Medical College approved by the Security and Exchange Commission of Pakistan (SECP)? <i>(If applicable)</i>			
7.	Does the medical college have a minimum working capital equivalent of no. of students x one month fee of each student? <i>(for private colleges)</i>			
8.	Does the college invest equivalent of 1% of the total annual fee into an endowment fund, utilization of which is regulated by PMDC or HEC? <i>(for private colleges)</i>			
9.	Does the college have its account audited by a third party? <i>(Report to be submitted to PMDC)</i>			
10.	Does the college report dropout of students to PMDC council in the first two years for adjustments to maintain total admission strength?			
11.	Are all the teaching hospitals within 35km of the medical college premises? <i>(under 60min of travel under normal traffic conditions)</i>			
12.	Does the college have a bank guarantee of PKR 30 million? <i>(for first inspection of private colleges)</i>			
13.	Does the college have provided bank guarantee of PKR 20 million for the hospital? <i>(for first inspection of private colleges)</i>			
14.	Does the public college's governance structure compliant with government regulations? <i>(If applicable)</i>			
15.	Does the private college's governance structure compliant with SECP regulations? <i>(If applicable)</i>			
16.	Does the college have a standardized budget development process?			

17.	(If yes) Is the budget development process collaborative and takes into account the requirements of curriculum delivery from the faculty?			
18.	Does the budget have resources allocated for implementation of curriculum/training?			
19.	Does the budget have resources allocated to address deficiencies and continuous renewal of training programs?			
20.	Is the program evaluation in compliance with PM&DC accreditation standards?			
21.	Does the budget have resources allocated for co-curricular activities, minimum of PKR 2,500 per student per year ( <i>check evidence of expenditure too</i> )			
22.	Does the budget have resources allocated for faculty development program for national CME/CPD, minimum of equivalent of PKR 25,000 per department per year?			
23.	Does the budget have resources for financial support of students, with minimum 5% deserving students with good academic record as determined by scholarship awarding committee getting 25% discounts?			
24.	Does the budget correlate with the audited accounts of the previous year – taking into account the number of students?			
25.	Does the college establishes a nursing college within ten years of its recognition?			
26.	Does the college establishes an institute for allied health professionals or paramedics within ten years of its recognition?			
27.	Is there a policy ensuring clinical work or procedures and cost of any material used during training and studentship not charged to the students?			
28.	Are HR policies developed, applicable to the college staff?			
29.	Is there admission policy developed?			
30.	Is the admission policy in line with national regulations?			
31.	Is there a mechanism to ensure that the vision of the university and the mission of the college remain aligned?			
32.	Is there a mechanism to ensure that the social accountability, achievement of competencies and health needs of Pakistan addressed in the mission statement of institute?			
33.	Are the professional development and commitment to lifelong learning are reflected in the mission statement?			

34.	Are the faculty members aware of the curricular outcomes of the college or are able to retrieve it from appropriate document?			
35.	Is there a mechanism at the hospital's end to ensure adequacy of clinical facilities for the program?			
36.	Are all graduates given opportunity to medical students for house job in the hospital?			
37.	Is there a structured hierarchy defined for the institution? (organogram of the institution and of various departments)			
38.	Is there a structured process to disseminate policies developed by the institutional leadership related to governance, services and resources?			
39.	Are the roles and authorities of the Dean and or Principal clearly defined in his/her job description that are in alignment with PMDC regulations?			
40.	Are the roles and authorities of the Head of departments clearly defined in his/her job description that are in alignment with PMDC regulations?			
41.	Are the legal requirements related to medical institution fulfilled at the primary survey and are still valid?			
42.	Is there an established mechanism to address disciplinary issues?			
43.	Has the institution incorporated community visits, medical camps etc.?			
44.	Is there a department of medical education at the institution?			
45.	Is there a process to allow females to take maternity leaves?			
46.	Is there a process to ensure health needs of faculty are met? (Entitlement/Insurance/health allowance, etc.)			

Use the rest of the session to clarify any queries regarding the functioning of the medical school – including information needed for subsequent sessions.